Volume 2. Air Operator Certification and Fractional Ownership Application

CHAPTER 1. GENERAL

SECTION 4. OBTAINING CERTIFICATE NUMBERS AND CERTIFICATE NUMBER CONSTRUCTION

57. OBTAINING PRECERTIFICATION NUMBERS AND FINAL NUMBERS.

A. Once a district office has received a certification project (per the Certification Services Oversight Process (CSOP), Notice N8000.311, Certification Services Oversight Process for Original Organizational Certification) from the RFSD, the district office will then contact AFS-620 (Aviation Data Systems Branch) to obtain a precertification number at (405) 954-4391, or through email stating "the purpose of the contact is to request a precertification number" and provide the following information:

- Full official name of the company
- The location address of the proposed principal base of operations or location where the business will be conducted
- Names of proposed management personnel (last, first, M.I.)
- Proposed type of certificate (Air Carrier Certificate or Operating Certificate) and applicable 14 CFR (part 121 or 135)
- Proposed startup date
- Identification of any current or previous certificate held by the applicant
- The requested three-letter company designators in order of preference
- The designator of the district office assigned responsibility

B. AFS-620 will attempt to accommodate the company request for a specific three-letter designator. However, if the requested three-letter designators have been previously assigned, the first available designator combination will be assigned. AFS-620 will provide the division staff specialist with a precertification number. The alpha suffix of the precertification number will always be the letter "P." The division staff specialist will complete section III of the PASI and return or forward it to the appropriate flight standards district office (FSDO).

C. When a district office is ready to prepare the certificate and operations specifications for issuance to an operator about to be certificated, the responsible inspector will coordinate directly with AFS-620 to obtain a final certificate number. The responsible inspector shall state that "the purpose of the contact is to obtain a final certificate number" and provide AFS-620 with the precertification number. AFS-620 will finalize the alpha-suffix and provide the complete final certificate number to the responsible district office inspector. The responsible inspector must confirm that there has been no change in the type of certificate or type of operation from the time the precertification number was issued to the time the certificate is to be issued. The type certificate element code must be consistent with the type certificate to be issued and the appropriate operating regulation (paragraph 61C (2)). If a change has occurred AFS-620 must be advised, so that AFS-620 can change its records and issue a corrected certificate number.

NOTE: For information regarding identification numbers for fractional ownership programs under part 91 subpart K, see volume 2, chapter 4.

59. CERTIFICATE NUMBER CONSTRUCTION. This discussion provides background information on the methods used to construct certificate numbers. AFS-620 is responsible for the management and control of all air operator certificate numbers using a systematic scheme which provides a nationally standardized format, a multitude of certificate numbers, and a centralized assignment, storage, and retrieval location.

61. ELEMENTS OF A CERTIFICATE NUMBER.

A. The certificate number has four elements as follows:

(1) "Designator" element

(2) "Type" element

(3) "Numeric" element

(4) "Alpha" Suffix element

B. An example of an air operator certificate number using these four elements would be RAA-A-001-A (without dashes RAAA001A). This number, divided into its four

elements, is illustrated as follows:

RAA (Designator)	A (Type)	001 (Numeric)	A (Alpha Suffix)

C. The Certificate number elements are described as follows:

(1) *Element 1.* The "designator" element is a three-letter or three-character designation which makes possible 17,576 unique combinations for each type of certificate.

(2) *Element 2.* The "type" certificate element code identifies the type of certificate and/or the applicable operating regulation specified as follows:

Element Codes for Types of Certificates and Operations

(a) Air Operators - Type Of Certificate	*Type - Certificate/ID Code*	*14 CFR Part*
Air Carrier Certificate	A	121/135
Operating Certificate (not common carriage)	B	125/135
Operating Certificate (commercial)	C	121/135
Foreign Operator (Operations Specifications only)	F	129
Agricultural Aircraft Operator-Certificate	G	137
Fractional Ownership (see volume 2, chapter 4)	K	91K
Rotorcraft External-Load Operator-Certificate	L	133
Part 125-Deviation Holder (Certificate numbers not issued)	M	91

(B) Air-agencies - Type Of Certificate	*Type - Certificate Code*	*14 CFR Part*
Parachute Loft Certificate	P	149
Domestic Repair Station Certificate	R	145
Domestic Satellite Repair Station Certificate	D	145
Foreign Repair Station Certificate	Y	145
Foreign Satellite Repair Station Certificate	Z	145
Pilot School Certificate	S	141
Provisional Pilot School Certificate	V	141
Aviation Maintenance Technician School Certificate	T	147

(3) *Element 3.* The "numeric" element provides up to 999 unique certificate number combinations for each type of certificate (001 to 999).

(4) Element 4. The "alpha suffix" permits additional certificate number combinations by establishing 25 alpha groups (A through Z, excluding P which is reserved for precertification numbers). When all number combinations of the numeric element (001-999) have been assigned for a particular type of certificate and alpha suffix, the alpha suffix will change to the next alphabetical letter.

D. Using this scheme, organizations holding different types of certificates will be issued certificate numbers as follows:

•Number: RAA-A-001-A
Elements: RAA - unique to Romeo Alpha Airlines
A- air carrier certificate (121/135)
001 - numeric element (first of 999 possibilities)
A- alpha suffix (indicating the numeric element is in the "A" alpha suffix grouping)

•Number: RAA-R-001-A
Elements: RAA - same as above
R - repair station certificate (145)
001 - same as above
A - same as above

E. It should be noted from the preceding examples that the second element (type of certificate code) is the key element identifying the activity of the certificate holder. An organization operating under more than one type of certificate and regulation is assigned the same three-letter or three-character designator. An air operator who is also an air agency will have the same alpha designator. Each kind of certificate is readily identified by the type of certificate code. For example:

- RAA-A-001-A: air carrier
- RAA-R-001-A: repair station
- RAA-G-001-A: agricultural operator
- RAA-S-001-A: pilot school
- RAA-L-001-A: external-load operator

F. The following diagram illustrates a few of the many possible element combinations:

DESIGNATION ELEMENTS POSSIBLE			TYPE CERTIFICATE ELEMENTS	NUMERIC ELEMENTS & ALPFA SUFFIX		
				A	B	C
AAA	ABA	ACA	A	001	001	001
AAB	ABB	ACB	B	002	002	002
AAC	ABC	ACC	C	003	003	003
AAD	ABD	ACD	F	004	004	004
↓	↓	↓	↓	↓	↓	↓
AAZ	ABZ	ACZ		999	999	999

63. PRECERTIFICATION NUMBER CONSTRUCTION. The letter "P" is used as the alpha suffix element for the temporary designation of an applicant who has stated an intent to apply for an Federal Aviation Administration (FAA) certificate (for example, ABCA021P or XYZR030P). The complete four-element number with P as the last element serves as the "precertification number." Upon successful completion of the certification process, the alpha suffix is changed to the appropriate alpha suffix element (A through Z, excluding P) as applicable.

65. RESTRICTIONS AND PROVISIONS FOR CERTIFICATE NUMBER CONSTRUCTION. In the assignment of certificate numbers the following provisions and restrictions apply:

A. The complete certificate number (all eight characters), as assigned to an organization, will never be reassigned to another organization.

B. When more than one type of certificate is held by an organization, the three-letter or three-character designator element is unique to the organization.

NOTE: If RAA is the designator for Romeo Alpha Airlines, air carrier certificate (Certificate No. RAAA001A), the designator RAA will also be assigned to Romeo Alpha Airlines air agency repair station certificate (Certificate No. RAAR001A).

C. Repair stations may be assigned either a three-letter designator element or a three-character alpha-numeric designator element.

Example: the unique designator element for a repair station could be RAA, RA1, RA3, or RA9. The unique three-character (RA2) designator element signifies that it was "machine" assigned by AFS-620. The three-letter or three-character designator element assigned to satellites of a parent repair station is the same as the parent repair station. The type element will be "D" for domestic satellite repair station certificates and "Z" for foreign satellite repair station certificates. If the parent repair station has more than one satellite the type element assigned to the second satellite will be 2 and the type element for the third satellite will be 3, etc. For example, if RA2R001A is the certificate number machine-assigned to a repair station and later satellites were certificated, the certificate number for the first satellite would be RA2D001A and the certificate number for the second satellite would be RA22001A.

Another example would be a repair station associated with an air operator with an existing certificate number such as RAAA001A. The associated repair station certificate number would be RAAR001A and the first satellite repair station certificate number would be RAAD001A and the second satellite would be RAA2001A. A foreign repair station with satellites would be assigned certificate numbers such as RA4Y001A, RA4Z001A, RA42001A, and RA43001A.

D. The designator element, regardless of the type of certificate that has become inactive or terminated, will not be reassigned to a different organization until a minimum of 3 years have elapsed after the termination of the original organization. The designator can be reassigned to the original legal organization if it resumes operations within the 3 year period. After 3 years the three-letter or three-character designator may be reassigned to another organization provided there is no record of significance associated with the designator element in any of the data bases maintained by AFS-620. If a designator element has an associated record of significance, AFS-620 will not reassign the designator element for at least 10 years for historical tracking.

E. When a number and an alpha suffix group combination have been assigned to an active organization (such as 001A, 002A,) that number is not reassigned to another active organization (of the same certificate type and operating regulation), until all 999 possibilities of the specific alpha suffix groups have been used. Organizations which have more than one type of certificate and who conduct business under more than one operating regulation are assigned identical numeric elements for each assigned certificate number, whenever possible. A specific numeric element can be reassigned provided a different alpha suffix element grouping is assigned. For example, 999 can be used with an "A" alpha suffix and 999 can be used with a "B" alpha suffix element grouping.

66.-76. RESERVED.

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